



CASTINE MAINE U.S.A.

Town of Castine Part-time Community and Economic Development Director Job Description

This description, duties and qualifications for this position is, but not limited to, the following: The Director is responsible for creating and maintaining a community and economic development program to encourage community and economic improvement activities. This person works with the Town Manager and other town staff on planning, coordinating, and participating in the implementation of community and economic development projects and grant writing. The position requires administrative and specialized technical work in planning, economic development, community development, and grant writing and capacity building for the Town of Castine.

Description of work:

- Work is performed under the general supervision of the Town Manager and is carried on with considerable independence and initiative and is evaluated through observation, reports, and results obtained.
- Renders assistance to existing businesses in the solution of problems relating to continued or expanded operations in Castine. Directs solicitation programs to encourage the establishment of new capital investment in the Town by industrial, commercial, and recreational ventures. Work includes responding diligently to prospective new investors, accompanying them when visits are made to the Town, providing professional response to requests for assistance in the investment evaluation process.
- Leads and assists the implementation of the Town of Castine's new Comprehensive Plan. This involves working with committee members to achieve the goals and objectives of the plan while also improving policies and ordinances to help streamline processes.
- Responsible for working with the town committees to create new, and improve existing, events that build community capacity, encourage economic development, and spotlight the quality of life and quality of place in Castine.
- Serves as the Town's representative to the Castine Merchant's Association as a liaison.
- Offers guidance and recommends changes to local ordinances to Town Manager, Code Enforcement Officer, Planning Board, Comprehensive Plan Committees, and Selectboard; that makes them business friendly and easier to navigate to encourage new business growth in Castine.

Town of Castine Municipal Offices

P.O. Box 204, 67 Court Street, Castine, Maine 04421-0204

Telephone: 207.326.4502 Facsimile: 207.326.9465 Internet: <http://www.castine.me.us/>

- Prepares correspondence dealing with complex matters, assembles reports, describing and evaluating economic and community development projects under consideration by the Town.
- Prepares and coordinates financial loan packages with Finance Director to finance economic and community development projects in conjunction with various applicable local, state, and federal agencies which represent a source of funds.
- Prepares and submits grant applications for economic and community development related endeavors, and administers grant funds along with disbursements throughout the grant's existence.
- Maintains files of available sites and buildings, develops marketing strategies and appropriate written materials/brochures including promotional materials for the Town of Castine as a place to do business, and gathers and maintains community economic data.
- Explores and investigates conversion of existing residential spaces into commercial spaces.
- Researches and applies for funding for business incubation spaces and business co-op spaces to encourage business startups and remote workspaces.
- Investigates potential locations and grants to create and fund a community Makerspace.
- Investigates Town's possible participation in Main Street Maine and Heart and Soul Programs, and potentially other similar programs.
- Assists businesses with business plans, financing and other aspects of business start-up or directs them to local, state, or federal agencies, and non-profits who assist with these endeavors. Researches and applies for funding for a local revolving micro loan fund program for local business loans and business assistance grants.
- Develops and oversees Community Development and Economic Development operations budget and regularly reports departmental activities to the Town Manager and Selectboard.
- Represents the Town on a variety of boards and commissions and attends meetings concerning economic and community development activities locally and statewide and as assigned or recommended by the Town Manager.
- Other Duties as Assigned

Preferred Experience, Skills, Traits, and Qualifications:

- Graduation from a two or four-year college or university, preferably with specialization in community development or a related field. Applicants with extensive experience in Economic and/or Community Development, and grant writing will also be considered. Others candidates may be considered based on similar career experience as determined by the Town Manager.
- Valid Driver's License
- Experience in community development including administrative duties such as grant applications and administration of grant requirements.
- Experience in economic development, grant writing, business recruitment and retention are valuable for this position.
- Prior professional experience in the area of municipal economic development, specifically in small towns with coastal/waterfront commercial properties, college institution, and businesses/labor force that are a mix of year-round and seasonal economies and employees
- Creativity and fresh perspectives to analyze current zoning ordinances and educate municipal leaders where limitations may exist, and improvements could be made for a more vibrant, sustainable economic environment
- Prior professional experience balancing municipal interests and priorities which address the historic legacy and value of a small community as well as creative changes that could enhance economic opportunity for the town without losing its historic value and character
- Experience promoting labor resources to support a small town's year-round and seasonal employment needs
- Demonstrated abilities and experience in taking on other initiatives and assignments as directed

Compensation and Schedule

- This position has a flexible schedule in order to balance the workload.
- This position is 20 Hours per week on average.
- Pay is based on qualifications and experience, paid out on hours worked basis, bi-weekly.

Castine is an Equal Opportunity Employer.